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Remarks:

To 3: Confirming info passed to you

2/1/82. Please note change in time for

Saturday's briefing

attending).

Executive Secretary

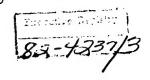
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THE WHITE HOUSE

WASHINGTON



CABINET AFFAIRS STAFFING MEMORANDUM

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REMARKS: A memorandum setting out the schedule for briefings on the FY
Budget is attached. This memorandum confirms the schedule telephoned to your office on Monday, February 1.

RETURN TO:

Craig L. Fuller Assistant to the President for Cabinet Affairs 456-2823

CONTACT: Kenneth Cribb, Jr. Assistant Director Office of Cabinet

Affairs

456-2800

THE WHITE HOUSE

WASHINGTON

February 2, 1982

MEMORANDUM FOR ALL CABINET MEMBERS

FROM:

Kenneth Cribb, Jr. TMCM

SUBJECT: Schedule for Briefings on the FY 1983 Budget

No Department or Agency should conduct briefings of any kind on the FY 83 Budget prior to Saturday, February 6. The schedule outlined below should be precisely followed.

Departmental Press Briefings

No Department or Agency should brief the press prior to 11:30 AM, Saturday, February 6. After that time you are free to hold briefings, provided it is understood and agreed to by all persons being briefed that the information is embargoed until NOON Monday, February 8.

Departmental Briefings with Congressional Contacts

No Department or Agency should brief congressional contacts prior to Saturday, February 6. Beginning Saturday morning you are free to hold briefings with appropriate Hill contacts, provided it is understood and agreed to by all persons being briefed that the information is embargoed until NOON Monday, February 8.

White House Leadership Briefing -- FYI

The White House is scheduled to brief the Senate and House Republican Leadership Friday evening, February 5, at 6:30 PM, with information embargoed until Noon Monday, February 8.

4. White House Press Briefing -- FYI

The major White House Press Briefing, which will be conducted by Director Stockman, Secretary Regan and Chairman Weidenbaum, is scheduled for 10:00 AM, Saturday, February 6. That briefing will be on the record but embargoed until Noon Monday, February 8.

5. White House and Departmental Staff Briefing

The White House will hold a briefing session for White House staff and Department representatives at 2:15 PM, Saturday, February 6, in Room 450 of the Old Executive Office Building. Each Department may send up to three individuals to that session. Please communicate the names of your representatives to my office (456-2800). Note that the time of the Saturday briefing is now 2:15 PM, not 1:30 PM as originally scheduled.